1. Log in to the DRR web account. Select **Find a Donor** on the **Account Homepage**.

2. The **Find a Donor** page is displayed. To search for a Donor/Contact, type the various search criteria. Type the Donor’s First Name in the **First Name** field.

3. Type the Donor’s Last Name in the **Last Name** field.

4. Click **Search Donor**.
5. The Donor/Contact search result is displayed on the Find a Donor : Search Result page. To request for a Donor card for a particular Donor, select the arrow against the Donor in the Select column.

6. Click [Edit Donor Profile].

7. The Edit Donor Profile page is displayed. Select Request Donor Card.
8. The Request Donor Card page is displayed. Validate that the required Donor address fields marked with a red asterisk are populated, then click [Submit].

9. View the Donor card request confirmation which is displayed. Select Continue.
10. View the information displayed on the Find a Donor : Search Result page. The Donor card has been requested. The Donor will be notified when a new Donor card request has been processed via an email.